



Gaithersburg

A CHARACTER COUNTS!

CITY OF GAITHERSBURG

Community Advisory Committee (CAC)

July 13, 2011

Minutes

Attendees: George Zamora, J Persensky, Britta Monaco, Sabrina Rivers, Crystal Carr, & Tim Smith "Smitty"

I. TOPICS OF DISCUSSION:

A. Update on the NP Contingency Fund

The committee reviewed the final press release, application, and guidelines for the NP New, Innovative, & Emerging Fund prior to being publicly launched later this week.

B. Discuss Expansion of the CAC Membership:

The committee will be exploring membership opportunities with the faith-based, business and senior communities, service organizations, Educational Enrichment Committee, as well as, previous beneficiaries of health and human services.

C. CAC Work Plan for FY12

The committee reviewed the draft work plan for FY12 and agreed to a standard monthly meeting for the second Tuesday of each month. The CAC FY12 work plan includes: conducting an annual community needs survey; compilation of a community needs assessment report; establishing priorities for FY13 NP funding as well as outlining the submission process; submit recommendations to the M&CC for FY13 NP funding; conduct FY12 NP contract site visits; review submissions for the NP Contingency fund; and provide periodical updates to the Mayor and City Council and City's leadership throughout the year.

D. Community Needs Assessment Survey

In effort to gather information on the greatest needs in the community and establish NP funding priorities for FY13, the CAC will launch in September a survey to assess community needs. The survey will be distributed to Homeowners Associations, property management companies, neighborhood watch groups, nonprofit providers, schools, faith-based community, and to the general public through the City's promotional marketing.

II. NEXT MEETING:

August 9, 2011

Respectfully submitted by:
Crystal Carr
Community Services Director